

RESUME

NYAMATH ALI V M

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☎ : 91- 9110626032

CARRIER ASPIRATION

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PROFESSIONAL SUMMARY

- ❖ Accounts and Admin Executive with 2 year and 2 months of experience in Accounts and Admin Department.
- ❖ Preparing financial report.
- ❖ Updating financial statements.
- ❖ Analysis and presentation of operation.
- ❖ Maintaining AR and AP.

PROFESSIONAL EXPERIENCE

- ❖ Associated as Accounts and Admin Executive with Educational Private Institute, Shivamogga.

TECHNICAL SKILLS

- ❖ Comprehensive knowledge in Tally.
- ❖ Good experience in Excel
- ❖ Good in Financial report.
- ❖ Ability to Innovate.
- ❖ Good in Logic and Reasoning.

PROJECT EXPERIENCE

- ❖ Project : "CREDIT APPRAISAL MECHANISM"
- ❖ Reference : District Central Co-operative Bank. Shivamogga
- ❖ In plant Training : "Organization Study"
- ❖ Reference : LM WIND BLADE PVT.LTD Bangalore.

RESPONSIBILITIES

- ❖ Reviewing and reconciling Accounts, processing payments to external partners.
- ❖ To maintaining updated records of invoices and receipts.
- ❖ Reporting monthly statements.
- ❖ Handling imprest for office expenses.
- ❖ Handling payroll.
- ❖ Juggling phone calls, handling mail and offering administrative advice.
- ❖ Strives for high- quality work.

ACADEMIC PROFILE

- ❖ 2017-2019: MBA in HR and FINANCE (62%) from KUVEMPU UNIVERSITY, Shivamogga.
- ❖ 2012-2015: B.com in HR (75%) from KUVEMPU UNIVERSITY, Shivamogga.

PERSONAL PROFILE

Father's Name : Mohammed Ali
Date of Birth : 2nd Oct 1994
Language : English, Hindi, Kannada, Tamil and Urdu.
Address : H K junction, Bhadravathi, Shivamogga-577115.

DECLARATION

I hereby declare that all the information mentioned above is true to the best of knowledge.

Place: Shivamogga

Date:

(Nyamath Ali V M)